

FamilySearch Web Indexing Updated Oct 2019

Sign into FamilySearch and click on the **indexing** tab at the top of the page. Look at the different tabs (Overview, Web Indexing, Find a Project, Help Resources). **Web Indexing** is where you go to index. **Find a project** is where you find certain projects you want to index. **Help Resources** can take you to the **“Basic Indexing Guidelines”** for general instructions on indexing. They have **handwriting** helps and general articles that help you with indexing.


Under the tab **Web Indexing** click on **“find batches”**. You can filter by level of difficulty, or language. Click on **“Index”** beside the desired project. Fill out the information on the record in the form provided. You can adjust this form to go across or down. If it has an **asterisk** - that means it is a **required** field. If blank or unreadable, enter **“control B” for blank and “control U” for unreadable**. You have a week to work on a batch. If you don't get it done, it automatically goes back for others to do. If you decide you don't want to do a particular batch you can **“Return Batch”** under word **Batch** top left and get another one. Use **lower case letters**. The first letter in a name or place is automatically capitalized. After you finish a batch, it will automatically do a **“Quality Check”**. In **Quality check** the program is checking that you didn't leave any line blank. If you left a line blank, it will tell you and you can correct it. Click on **Submit Batch** after the Quality Check is done.

Batch-a project that can be done in about 10-30 minutes

Image- is a page of that project. An Image can have one or more records or people on it.

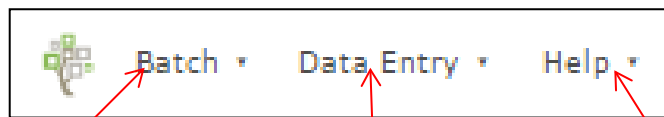
Record- refers to a person (Make sure you have the same number of record forms as you have people)

Project instructions- Always read before starting to index. It will be different with each project or batch you do.

Field Help- Instructions for each line Identified by a white question mark in a purple circle.  It moves down as you type in the lines on the form. Always read this also. This information varies with each project. Click on this purple question mark to see instructions for that particular line.

“Should this Image be Indexed?” is asked on each project before you begin to index it. The computer can't read the writing to see if it is readable or applicable. Most of the time, your answer is **yes**. Look it over --if it is **blank** or **totally** unreadable, you can say **“No Extractable Data”**. If part of the image is readable even if only a small part, click on **“Yes this record should be indexed”**. Then go ahead and index the parts that are readable and enter unreadable (control U) on the parts that cannot be read. If you have duplicate records, mark one of them as **“No, Duplicate Image”** but they have to be the **same on every line**. If a line is different, then each record needs to be indexed separately and you would say **yes** to each one. If you are extracting information for one person or record off 2 images, (in other words maybe the name and age are on image one and the birth state is on image two but both pages are needed to complete the information on the record or person. Mark the second page as **“No Extractable Data”** because the information on the second page is included in the first page. Also look at your project instructions and **compare the record you are seeing to the example on the project instructions**. Sometimes a record, unrelated to the title of the project, comes through, and if it does, you don't want to index it. In other words, you might be doing census records and a marriage record is seen- don't index the marriage record-- it belongs in a marriage record batch and you would click on **“No extractable data”** for the marriage record.

“Share a batch”- Go to the batch you want to share, click on **“Share Batch”** icon at the top of the page in the tool bar or under the **Help** tab top left. The next box that comes up gives you a **url** and a **code**. Email the url to the recipient, **or** share the batch code through a phone call or text with the recipient. If using the code, you don't have to use capital letters but you do have to use the **hyphen**. The recipient would click on the email and sign in to FamilySearch to see the batch **or** if they got a code, they would go to **Web Indexing**, and click on **Open Shared Batch** under the **Help** menu top left. **Insert the code number** she got from you then click on **Open**. The person you are helping must hit **F5 to refresh** to see what you put in the form. They can type things in but you cannot see it. Only things **you put in can be saved and submitted**.



- About Batch
- Quality Check
- Submit Batch
- Return Batch
- Back to Web Indexing
- Settings

- Form Entry ✓
- Table Entry
- Column Entry
- Row Entry
- International Characters
- Show Toolbar ✓
- Show Ruler
- Show Reference Images

- Field Help
- Project Instructions
- Basic Indexing Guidelines
- Keyboard Shortcuts
- Help Resources
- Open Shared Batch
- Share Batch
- Labs

Can **Submit** or **Return** a batch here if you didn't want to do it.

Adjust how you enter data: across or down. See **International Characters**, check or uncheck **"Show Tool bar"** for more room say if working on an iPad. Check **"Show Ruler"** to keep your place on a list or **"Show Reference Images"** through split screen feature.(for double pages or see more examples of handwriting)

Get general **Indexing** helps. **Share a batch** with others or **Open Shared Batch** shared with you. Click on **Labs** and put a check mark by word **Active** and **refresh browser (F5)** Click on **TIPS** to see helps on every page of Indexing.



Return to Web Indexing

Submit Batch

Mark the field or record blank

Mark the field or record Unreadable

Add or Delete a record

Copy text from a previous field into various records

Share a Batch

Project Instructions

Open Quality Control

Hand-writing examples

Inter-National characters

Zoom in or out

- Left
- Right
- Adjust Image
- Invert

Google "byufhl family history basic tutorials" for video on Indexing.

Judy Sharp updated Oct. 2019

Split screen for double page images or see images before and after the one you are working on.